Camp Roberts Regulation 420-90

Facilities Engineering

Fire Protection and Procedures

Headquarters Camp Roberts Camp Roberts, CA 1 December 2005

UNCLASSIFIED

SUMMARY of CHANGE

Camp Roberts Regulation 420-90 Fire Protection and Procedures

This Camp Roberts Regulation has been revised to read Camp Roberts Regulation 420-90. Previously read Camp Roberts Regulation 420-1.

Chapter 6-4, Fuel trucks added information to regulation

Chapter 15-2, Burn piles added information to regulation

Chapter 15-3, EOC Building 209 added information to regulation

Headquarters
Camp Roberts
Camp Roberts, CA
1 December 2005

Facilities Engineering

Fire Protection and Procedures

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Official:

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Summary. This regulation outlines the standard operating procedures for Fire Protection and Procedures at Camp Roberts.

Applicability. This regulation applies to all individuals and organizations utilizing facilities and training areas at Camp Roberts.

Proponent and exception authority. The proponent of this regulation is the Director of Personnel and Resource Management at Camp Roberts, CACR-DPRM. The CACR-DPRM has the authority to approve exceptions to this regulation that are consistent with the controlling law and regulation. The CACR-DPRM may delegate this authority in writing to a division chief with the proponent office that holds the minimum grade of

Captain, Warrant Officer 3, or civilian equivalent.

Interim Changes. Interim changes to this regulation are not official unless they are authenticated by the CACR-DPRM, Headquarters, Camp Roberts.

Suggested Improvements.
Users are invited to send comments and suggested improvements directly to:
Fire Chief, Camp Roberts
ATTN: CACR-DPW-ES
Camp Roberts, CA 93451-

5000

Distribution. Distribution of this regulation is made using Formula C, CR Reg 25-31, Distribution of Camp Roberts Regulations.

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UNIT AND BUILDING FIRE MARSHAL

- (1) DPTMS advises unit that they must appoint a unit fire marshal.
- (2) Unit notifies fire department of name and location of unit fire marshal.
- (3) Fire department provides unit with 420-90.
- (4) Fire department briefs unit fire marshal and evaluates.

ACTIONS IN CASE OF FIRE

- (a) Announce fire by voice or alarm system.
- (b) Evacuate the building to designated rallying points.
- (c) Attempt to extinguish fire if possible.
- (d) Notify fire department of location and building number.
- (e) Senior person gets head count at designated rallying point.
- (f) Clear access to building for fire apparatus.
- (g) Senior person reports to fire department personnel responding.
 - (1) Is everyone accounted for?
 - (2) Number of people not accounted for?
 - (3) Known combustibles/explosives in building?

Chapter 1 Introduction

1-2. References

In the absence of specific regulations or manuals, nationally recognized codes and standards (National Board of Fire Underwriters, National Fire Protection Association, etc.) will be used. Request for information Concerning reference on procedures will be directed to the Installation Fire Chief, Building 4050, Ext. 68406 or Building 4050, Ext. 68220.

1-3. Explanation of terms and abbreviations

- a. Through out this regulation, the acronym CR refers to Camp Roberts.
- b. All other abbreviations used in this regulation are identified the first time they are used.
- c. Additional definitions of terms are listed.

1-4. Objectives. These regulations apply to all military and civilian personnel, lessees of Federal Land, contractors and to Camp Roberts.

Chapter 2

Personnel

2-1. General

The DPTMS is the designated Installation Fire Marshal, and is responsible for the organization and coordination of fire protection for the installation, including tenant activities.

2-2. Fire Chief

The Camp Roberts Fire Chief, hereafter referred to as the Installation Fire Chief, is responsible for the direction of the Fire Department, and for combating all fires at Camp Roberts.

2-3. Area Fire Marshals

The Area Fire Marshals will be appointed for each brigade, group, and battalion. Their duties are stated in Appendix B.

2-4. Unit Fire Marshals

Unit Fire Marshals will be appointed for each company sized unit. Their duties are stated in Appendix B.

2-5. Building Manager

Building Manager shall appoint a Fire Marshal for each building or activity such as offices, post exchange, commissaries, shops, warehouses, gasoline dispensing units, messes, lounges, theatres, service clubs, dayrooms, places of assembly, and occupancies of similar nature. Their duties are stated in Appendix B.

Chapter 3 Responsibilities

3-1. Fire reporting

Initial action upon discovering a fire.

- a. Alert and evacuate all occupants of the building.
- b. Call the Fire Department at Ext. 911. Fire telephones are mounted on street light poles located throughout the installation and are identified by a Red Box.
- c. Attempt to control the fire with means available. No one will enter a burning building unless directed by the Installation Fire Chief or other fire department personnel.
- d. Fire Drills and evacuations should be held once a year in all buildings where permanent personnel are housed or working. All personnel should be familiar with the location and use of available fire fighting facilities and alarm systems. Emphasis will be placed on "LIFE FIRST, PROPERTY SECOND!"

3-2. Troop action

- a. When a fire is discovered in any area, all troops will assemble out onto the street. The senior officer or non-commissioned officer present will insure all windows and doors in the building where the fire is located and in adjacent buildings are firmly closed. Personnel will check to insure complete evacuation of the buildings involved in the fire.
- b. Troops will remain in the company area until dismissed by the senior officer upon orders of the Installation Fire Chief or their representative.
- c. Salvage operations necessary to safeguard government or personal property will be accomplished by troops in the area as directed by the appropriate fire officer.

3-3. Fire Department action

- a. The Fire Department will inform the Training Site Manager as soon as possible of any structure fire and any wildland fire that is large and threatening to extend off the installation.
- b. The Fire Department will request the Provost Marshal to dispatch military police, if necessary and available, to control traffic and assist in safeguarding government property.
- c. The Fire Department, when necessary, will notify appropriate Public Works personnel to disconnect utilities.
- d. The Fire Department will coordinate medical support as required to include MEDEVAC and ambulance service.

3-4. Reporting for cantonment area

- a. Immediately report a fire by dialing 911.
- b. Give your name, building number, and/or address or location; grid coordinates: Example: Area "Romeo" for Area "R". When the fire is reported by fire alarm systems or alarm box, remain at the location to direct fire apparatus to the fire.
- c. Fire reporting telephones are not direct lines to the Fire Department. Fire phones are mounted in a red box on telephone poles. You must dial 911 to report a fire! Fire phones will not be used for any purpose except fire and medical emergencies.
- d. All local alarm systems are out of service in all two story VEQ's/VOQ's except building 6458. These do not transmit signals to the Fire Department. Notify the Fire Department by telephone or fire phone by dialing 911. Cell phones (805) 238-8911 or 8220.

3-5. Reporting for range and training areas

- a. Report fires through range telephone 68785, or by radio 38.90 to Range Control.
- b. Give your name, location of fire by range, coordinate or reference point.
- c. Follow procedures in the Installation Range Briefing.

Chapter 4

Fire Equipment

4-1. Tampering with battery operated smoke detectors and obstruction

Fire alarm systems, smoke detectors, automatic sprinkler heads, valves, alarms, fire department connections and automatic detector heads will not be tampered with or obstructed in any manner.

4-2. Unserviceable equipment- smoke alarms, fire extinguishers, fire exit lights, etc.

Anyone discovering fire equipment that is broken, misplaced, or otherwise unserviceable, will report the finding to Installation Fire Chief or his designee.

4-3. Use of hydrants

Except by authority of the Installation Fire Chief, the use of fire hydrants and fire hoses for purposes other than fire fighting or fire department training drills is prohibited.

4-4. Hydrant obstructions- Note parking distance is 15 feet from any fire hydrant

Posts, fences, vehicles, growth, trash, storage and other materials or things shall not be placed or kept near fire hydrants. The Fire Department shall not be deterred or hindered from gaining immediate access to fire protection equipment or hydrants.

4-5. Extinguishers

Fire extinguishers are installed property and their location is determined by the Installation Fire Chief. Once installed, extinguishers will be relocated by Fire Department personnel only. Immediately after discharge, extinguishers will be taken to the Installation Fire Department for recharging. Extinguishers will be kept serviceable, accessible, and visible at all times and will not be used for other than the prescribed purposes, and inspected weekly by assigned person(s).

4-6. Emergency exits

Doors to buildings used for emergency exits will not be obstructed or used for any other purpose. Twenty-five watt bulbs will be maintained in fixtures installed for identifying and locating emergency exits, and will be lighted at night when the building is occupied. Colored bulbs are prohibited. See Appendix B.

Chapter 5

Prevention Measures

5-1. Smoking

a. "NO SMOKING IN ANY FEDERAL OR STATE BUILDINGS!" Smoking in troop barracks is prohibited. Barracks will have a designated smoking area located outside the building, clearly identified.

- b. Smoking in warehouses, gasoline storage areas, gasoline stations, power houses or paint-spray booths and volatile liquid storage areas is prohibited.
- c. In shops and other areas, the Fire Marshal will designate smoking areas which will be clearly identified.
- d. Smoking in theatres and other recreational buildings used for the purpose of entertainment is prohibited.
- e. Smoking in training areas and on ranges will be designated smoking areas only.

Chapter 6

Parking of Vehicles and Equipment

6-1. Parking- All vehicles must be parked 25 feet from buildings. Exception fire/police/security force.

No vehicles will be parked near or between any building except for loading and unloading. Another exception is when work crews are working in or outside the building and need tools close by. Vehicles will be parked at least 15 feet from fire hydrants, and fuel trucks will utilize Washington Boulevard for refueling operations. Parking is prohibited on lawn areas around recreation facilities such as theaters, or service clubs.

6-2. Obstructions

Vehicle and equipment, including barricades and volley ball nets not in use, will not be parked or placed so as to obstruct free and immediate passage of fire equipment.

6-3. Fork lifts

Fork lifts that are stored in buildings must have drip pans and fueled outside.

6-4. Fuel trucks

Fuel trucks must refuel vehicles in the dirt area on Washington Boulevard.

Chapter 7

Refuse and Refuse Containers

7-1. Burning refuse containers

The burning of refuse at the Sanitary Fill is prohibited and clearly identified.

7-2. Trash Containers

Waste baskets and trash containers will be of fire-proof materials and the contents disposed of daily by building occupants.

7-3. Burning material/hot ashes

Burning materials or hot ashes will not be placed in trash containers.

7-4. Flammable material storage

No ammunition, paper, rubbish, trash containers, or similar flammable material will be stored or allowed to accumulate inside, under, or within 5 feet of buildings, platforms, loading ramps or similar structures.

7-5. Greasy or oily rags

Greasy or oily rags and waste will be placed in metal containers with metal lids. These containers will be closed. Unless empty, such containers will be removed from the building at the close of work. Clean rags will be kept in metal containers. Containers should be marked for both clean and dirty rags.

7-6. Sweeping compounds

Sweeping compounds will be stored in noncombustible metal containers with a noncombustible cover. Use of homemade sweeping compounds containing liquids and other than water is prohibited.

Chapter 8

Paints, Oils and Gasoline Storage

8-1. Storage authority

Storage of containers and fluids giving off flammable vapors will be in accordance with TM 5-678, National Fire Protection Association and other pertinent directives.

8-2. Containers

Gas cans, drums, barrels, ranges, heaters, lanterns and other flammable liquid containers and tanks will be tightly closed at all times. Chemicals, acids and other hazardous commodities are to be stored in separate buildings or sections. These areas should be dry and well ventilated. Notify fire department of all contents in buildings. See Environmental Office for business plans.

8-3. Solvents

Only approved solvents will be used.

8-4. Labels and signs

Substances giving off flammable vapor will be stored in Cabinets designated as "FLAMMABLE STORAGE" in 3 inch letters. All structures used for such storage or handling will be marked on the outside "FLAMMABLE STORAGE-NO SMOKING," in 6 inch letters and will be kept clean at all times. Tightly closed containers of flammable materials such as lighter fluid, brasso, etc., for individual use may be kept in foot or wall lockers.

8-5. Blocked doors

All building doors that are blocked will clearly state on both sides of the door "THIS DOOR IS BLOCKED" in six inch letters. This door will have a white background with black lettering. Under normal circumstances, doors will not be blocked.

8-6. Aisles

Fire aisles are to be cleared in the center of each warehouse. Cross aisles are to be provided at each end of the building, of not less then 36 inches wide.

8-7. Spray Painting

Paint spraying will be done in the open air, paint spray booths or in rooms approved by the Installation Fire Chief.

8-8. Disposal

Gasoline, oils, paints, etc. will not be disposed of in sewage, storm drainage systems or ground soil.

Chapter 9

Electrical Systems

9-1. Repairs- work order desk on Installation is 68217.

All repairs, replacement, extension, alteration or change of electrical systems will be accomplished either by or under the direct supervision of Public Works Electricians. Defective fuses, switches, fixtures or damaged electrical systems will be reported to Public Works at the Work order desk (805) 238-8217. Replacements will be made by a Public Works Electrician.

9-2. Circuit inspection

Prior to the installation of gas or electrical appliances (including coffee makers, flat irons, hot plates, etc.) there will be an inspection by the Installation Fire Department for suitability, circuit loading, and fire protection. An appliance form will be completed and placed near appliance.

9-3. Appliance restrictions

Hot plates, coffee makers and like equipment are prohibited in private rooms of VEQ's, VOQ's and similar quarters.

9-4. Damaged cords

Frayed, spliced or other damaged electrical cords will not be used. Cords will not be knotted or twisted for the purpose of shortening. They should be folded in 6 to 8 inch loops and secured with friction tape or wire ties.

9-5. Extension cords

The use of extension cords will be avoided where practical and possible. Extension cords will not be longer than 8 feet and of sufficient gauge. Essential operations requiring extension cords in excess of 8 feet will be approved in writing by the Installation Fire Chief prior to installation.

9-6. Wall plugs

All fixtures and appliances must be connected from wall plugs. Overhead or outside lighting fixtures or outlets will be used for their original purpose only. In all enlisted barracks there is a heavy-duty plug on a post near the center of the squad room. This is primarily for buffers or other appliances and is a 30-amp circuit.

9-7. Communication circuits

The attachment of communication circuits other than commercial circuits to buildings or power poles is prohibited. Organizations desiring to install independent communications circuits between buildings will obtain approval from Public Works and Installation Signal Officer.

9-8. Contact with conduit or wiring

Items such as clothing will not be suspended from or come in contact with Electrical conduit or wiring.

9-9. Decorative materials

Decorative materials will not be placed in contact with lamps or electrical and heating devices.

Chapter 10 Heating Devices

10-1. Space heaters

See Appendix C-4

10-2. Approval

No heating or installed property will be changed, moved or installed without approval of Public Works.

10-3. Clothing

Clothing will not be hung near or above heat-producing appliances and all combustibles will be kept at least five feet away.

Chapter 11

Open Fires

11-1. Approval

Open fires are prohibited on the reservation except as approved by the Installation Fire Chief.

11-2. Pyrotechnics and fire

The use of dynamite, fire works and other pyrotechnics, or chemical explosives except for approved training, is prohibited. At all times care will be taken to prevent fires from occurring on the range andtraining areas. The suppression of fires will take precedence over training. Units using smoke grenades, pots or explosives creating smoke columns are capable of igniting range fires. Notify the Installation Fire Department (EXT. 68220) 24 hours prior to use. The day of use notify Range Control and Range Control will notify Fire Department.

Chapter 12

Fire Inspections

12-1. Timing

After closing, assigned and responsible persons will make a Fire Inspection of all active Messes, Theaters, Service Club, Post Exchange and other places of public assembly.

12-2. Frequency

Installation Fire Inspections will be as ordered or scheduled.

12-3. Housing

All transient family quarters, guest house rooms and occupied VEQ/VOQ Rooms will be subjected a semi-annual fire safety inspection.

12-4. Mobil homes

Mobile homes will be inspected on request by occupant/owner. All mobile homes must be equipped with smoke alarms at owners expense. Emergency Services can install them.

12-5. Notification

Inspections will be scheduled in such a manner that the occupant(s) will be notified at least 48 hours prior to the inspection.

12-6. Prevention education

Fire safety inspections are intended to be educational and informative, rather than restrictive. Occupants will be furnished with a copy of the report outlining any deficiencies noted and recommendations for corrective action. Fire Prevention Measures include good indoor and outdoor housekeeping practices. Grass and weed Control around structures.

Chapter 13 Aircraft

13-1. SOP

Crash/Rescue. See Pre-Accident Plan.

13-2. Dispensing fuel

Aircraft motor vehicle fuel dispensing stations:

- a. Portable fire extinguishers at aircraft motor vehicle fuel-dispensing stations will be located such that pumps or dispensers are not more than 75 feet from one such extinguisher.
- b. When the open-house discharge capacity of the aircraft fueling system is not more than 200 gallons per minute, at least two extinguishers having a minimum rating of 20-B shall be provided.

13-3. Bonding and grounding

- a. Transfer apparatus will be metal to metal interconnected with tanks, chassis, axles and springs of aircraft refueler units.
- b. Aircraft refueler units shall be provided and maintained with a substantial heavy duty ground cable of sufficient length to be bonded to the aircraft to be serviced. Such cable shall be metal to metal connected to the transfer apparatus or chassis of the aircraft refueler unit on one end and shall be provided with a suitable metal clamp on the other end, to be fixed to the aircraft.

Chapter 14 Vacant Buildings

14-1. Authority

Buildings and properties which are vacant or in the process of being vacated shall be in accordance with this regulation.

14-2. Owner Responsibility

Upon vacating or abandoning a building or property, the owner or occupant thereof shall remove all combustible and hazardous material.

14-3. Maintenance

Vacant buildings and properties shall be maintained free of accumulations of combustible or hazardous material. Vacant buildings shall be maintained securely locked or barricaded to prevent entry by unauthorized persons.

Chapter 15

Special Circumstances

15-1. Prescribed Burns

See Fire Management Plan.

15-2. Burn Piles

Must be approved by the fire department and it has to be a burn day.

15-3. Building occupancy loads

- a. Post Exchange. The occupancy load is ninety (90) personnel.
- b. Recreation Center. The occupancy load is one hundred and sixty (160) personnel.
- c. Officers Club Southside. The occupancy load is two hundred (200) personnel.
- d. Camp Roberts CONMESS. The occupancy load is one hundred eight (108) personnel.
- e. Snackbar. The occupancy load is fifty three (53).
- f. EOC (Building 209) Auditorium. Occupancy load is one hundred fifty five (155) personnel.

15-4. Welding Operations

When welding in the field all personnel must have a HOT WORK PERMIT to do any welding in the field area. Obtain hot work permit at the Fire Department.

15-5. Emergency Action Plan

See Emergency Action Plan.

Appendix A

Organizational Data on Report of Fire

The Fire Department will only notify the following personnel in case of a structure fire or wildland fire threatening to extend off the Installation.

- a. Training Site Manager or
- b. Deputy Training Site Manager
- c. Range Control (Range Fires Only)
- d. Inform all personnel above when fire has been extinguished

Appendix B

DUTIES OF AREA UNIT AND BUILDING FIRE MARSHALS

- a. Unit and Building Fire Marshals duties will include but not be limited to the following:
- (1) Representing the commanders in all matters pertinent to fire prevention and protection.
- (2) Inspect facilities for hazards, life/safety of equipment.
- (3) Brief unit on Camp Roberts 420-90 Fire Protection and Procedures.
- (4) Identify Rallying Points.
- (5) Advise fire department of upcoming fire drill.
- (6) Conduct fire drills.
- (7) Keep fire lanes open.
- (8) Check fire extinguishers and exit lights monthly.
- (9) Designate a safe smoking area.
- (10) Prevent the use of cooking appliances.

Appendix C

Fire Hazard Recogniton

C-1. Electrical Hazards

The four common causes of electrical fires are:

- a. Old or worn electrical equipment
- b. Improper use of electrical equipment
- c. Defective electrical installation
- d. Accidental causes

C-2. Material Storage

Potential hazards for material storage are:

- a. Storing products too close to ceilings
- b. Storing products too close to sprinkler equipment
- c. Improper storage of flammable liquids

C-3. Welding and Thermal Cutting

Cutting and thermal welding practices can present significant hazards to the area in which they are being performed. The two primary fire safety concerns are:

- a. Making sure the equipment is well maintained and in proper working order.
- b. Making sure combustible materials are kept well away from the areas where these operations are conducted.

C-4. Portable Heating Equipment

Portable heaters present significant hazards because of their portability, misuse and misplacement and requires an Appliance form to be placed in service.

- a. The heater should not be placed in a route of egress from the structure.
- b. The heater should appear to be well maintained and in correct working condition.
- c. The heater should be equipped with safety switches that turn the heating element off if the heater is tipped over. Contact the fire chief for the appliance form.

C-5. Cooking Equipment Dining Facilities

Cooking equipment is another very common cause of fires.

- a. All cooking equipment should be in proper working order.
- b. Excess grease and dirt should not be allowed to accumulate on the equipment.
- c. Provisions should be made for the removal of excess fat and grease.

Glossary

CR

Camp Roberts

SOP

Standard Operating Procedures

VEQ

Visitors Enlisted Quarters

VOQ

Visitor Officer's Quarters